

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 N. UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
www.mh.alabama.gov

February 8, 2019

RFP #2019-15

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals for an **Electronic Documentation System**. Request for Proposals (RFP) will be accepted until **Monday, February 25, 2019 at 2:00 pm**.

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent. **Any contract obtained from this RFP will start at the State of Alabama's fiscal year which is October 1.**

When submitting a proposal, please read the entire RFP document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

AL Department of Mental Health
Office of Contracts & Purchasing
100 North Union Street, Suite 570
Montgomery, AL 36104

MAILING NOTE: Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. **By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely and will not be reviewed.** Postmarks of the date mailed are insufficient; the proposal must actually be received at the listed office by the date and time specified regardless of the delivery service used.

Sincerely,

Joey Kreauter

Joey Kreauter, Director
Office of Contracts & Purchasing

Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

RFP Closing Date & Time: **Monday, February 25, 2019 at 2:00 pm.**
Review the mailing note.

RFP Contact Info: Leola Rogers
ADMH
Office of Contracts & Purchasing
RSA Union Building
100 North Union Street, Suite 570
Montgomery, AL 36104
Telephone Number (334) 353-7440
Email: leola.rogers@mh.alabama.gov

MAILING NOTE:

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. **By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely and will not be reviewed.** Postmarks of the date mailed are insufficient; the proposal must actually be received at the listed office by the date and time specified regardless of the delivery service used.

ADDITIONAL INFORMATION

1. Who **may** respond to this RFP? Software companies and/or Developers.
2. Who **may not** respond to this RFP? Staffing Agencies, Employees of ADMH and current state employees.
3. In order to do business in the State of Alabama all businesses **domestic** and **foreign** must be registered with the Alabama Secretary of State Office.
*Domestic means within the State of Alabama. **Foreign means out-of-state.
4. If contracted with the State of Alabama, all vendors must:
*Enroll in E-Verify System thru Homeland Security.
*Register with STAARS Vendor Self Service at
<https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>
5. The Department of Mental Health reserves the right to reject any and all proposals if RFP instructions are not adhered to, such as: received after deadline (see mailing note), requested # of submissions not received.

The Alabama Department of Mental Health (ADMH) is soliciting proposals from qualified firms to create an electronic documentation system.

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SECTION I

Contract services are to be provided to the Division of Developmental Disabilities (DD).

A. Qualifications:

1. Have experience working with providers/individuals as a part of services for Autism Spectrum Disorder/Intellectual Developmental Disability population.
2. Be HIPPA compliance across the data system (certification in IT health data/records management preferred).

B. SCOPE OF WORK:

The system will provide and/or offer the following:

- mobile accessibility to accommodate utilization in the office and field
- multiple platform accessibility (iOS, Android, Mac, PC)
- Ability to create, define, and monitor external accounts for provider and family access (with ongoing administrative ability to assign and manage privileges)
- Secure communication function between providers/users
- Direct MEDICAID billing capability
- Multiple outcomes-based reporting options for individuals, services, and system reporting options to include, but not limited to, program information, clinician reports, data collection, monthly tracking,
- Tracking of intake process completion with timeline/deadline notices
- Ability to graph and chart tracked data by various means (line, pie, bar, etc.) to include tracking of individuals target skills/goals
- HIPPA secure document upload storage (preferably with ability to attach/link files to specific case notes)
- Demographic information collection, storage, and change tracking
- Incident reporting capabilities, preferably to include tracking of review and follow up actions (abuse, neglect, medication errors, etc.)
- Ability to create, modify, and store customizable individual service plans. Multiple providers would need modification abilities
- Ability to create, modify, and store individualized behavior plans, to include crisis planning/management with contact information access
- Incorporation of individual (client) and provider calendars, scheduling, and alert* functions/applications. *Alerts and notifications preferably to include those for appointments, approaching deadlines, funding notices, medication warnings
- Ability to track changes in medical status, diagnoses, medication, providers, etc.
- Ability to populate and upload various assessments
- Option of creating system/service specific forms to be shared with and utilized by multiple providers/users
- Provision of local/regional initial and ongoing technical support and data system training (to include system updates)
- Tracking of intake eligibility, denial/appeal decisions, and referral for services statistics

- Provision of quality assurance functions
- Short term development and updating of data system to meet current deadlines and needs
- Data sharing capability with ADMH's IT system

SECTION II

A. Proposal Content

Instructions must be followed or responses will not be graded.

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. Submit the response to each item with the item reproduced at the top of the page of the response.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. A Table of Contents of the submitted information.
3. Attach vendor contact information to include legal name, address, telephone, and a contact person.
 - Include previous experience.
 - Include knowledge of the requested services and/or any special training.
 - Include any information pertaining to the respondent's abilities to provide the scope of work for this RFP.
4. Attach a **detailed** budget (frequency, pay rate, or detailed price list etc.).
5. All pages should be numbered consecutively beginning with **number 1** after the cover letter.
6. Submit one (1) original and three (3) copies of your entire proposal.
7. Clearly print on the outside of the envelope **RFP 2019-15 EDS**.

Your entire proposal must be received at the following address no later than 2:00 pm on February 25, 2019. Please **review the mailing note**. **All proposals received after the deadline will be deemed untimely and will not be reviewed.**

Submit RFP Responses To:

AL Department of Mental Health
Office of Contracts & Purchasing
RSA Union Building
100 N. Union Street, Suite 570
Montgomery, AL 36104

Emailed or faxed responses are not accepted.

The Department of Mental Health assumes no responsibility for expenses incurred in the preparation of the proposal and reserves the right to reject any and all proposals. Additionally, ADMH reserves the right to waive irregularities in any proposals and request clarification of any information, and negotiate with the firm and/or individual submitting the best proposal to secure more favorable conditions.

B. Evaluation Process

ADMH will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before April 30, 2019.

C. Selection Criteria

Selection shall be based on factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposed approach and methodology to meet project requirements.
2. Resources available to perform the work, including any specialized services within the specified time limits for the project.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Availability to and familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

D. Evaluation Criteria

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

STATEMENT OF WORK	Page Limit	Total Points Available
A. Cover Page Vendor's legal name (Must match IRS), Address, Telephone, Contact person, and a signature	1 page	5 Points
B. Expertise and Knowledge (Expertise and knowledge of Electronic Documentation for people with Autism/Intellectual and Developmental Disabilities receiving state services and management of provider enrollment, certification, monitoring, and billing)	10 pages max	40 Points
C. Qualifications, Experience, Prior Work (Successful experience supporting state systems serving people with Autism/Intellectual and Developmental Disabilities using Electronic Documentation, as well as management of provider enrollment, certification, monitoring, and billing).	5 pages max	40 Points
D. Budget	NA	15 Points

SECTION III

DEADLINES

RFP 2019-15: Electronic Documentation System (EDS)

Item	Date	Methods of Notification
RFP Release	February 8, 2019	USPS, ADMH Website, and STAARs website
Deadline to submit RFP questions or requests for clarification	February 13, 2019 by 2:00 pm CST	Email to leola.rogers@mh.alabama.gov
RFP Questions Posted	February 15, 2019	ADMH website www.mh.alabama.gov/adcp
RFP Submissions	1 original & 3 copies	USPS or FedEx or UPS (Review mailing note)
RFP Closing Date	February 25, 2019 2:00 pm	USPS or FedEx or UPS (Review mailing note)
Notification of selection status	April 30, 2019 Approximately	USPS (In writing)
<p>Submit RFP Responses To: AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building 100 N. Union Street, Suite 570 Montgomery, AL 36104</p> <p>Emailed or faxed responses are NOT ACCEPTED.</p> <p>All proposals received after the deadline will be deemed untimely and will not be reviewed.</p>		